

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

*Mr. Halley:
Suspendi
May 25, 58*

April 7, 1958

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 153

TO: Heads of Federal Agencies

SUBJECT: Retirement of Old Records

1. General. Although nearly all the older records of the Federal Government are now in the custody of the National Archives and Records Service, some individual documents and series of documents of considerable age and of great value for historical research are known to be in the possession of various Federal agencies. Some of these documents are being retained for exhibit purposes or because of the intrinsic value that is attached to them by their custodians.
2. Purpose. It is highly desirable that all old records, particularly those produced during the 19th century, be released to the National Archives and Records Service. The Federal Records Act of 1950, as amended by Public Law 85-51 approved June 13, 1957, authorized me

to direct and effect the transfer to the National Archives of the United States of any records of any Federal agency that have been in existence for more than fifty years and that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government, unless the head of the agency which has custody of them shall certify in writing to the Administrator that they must be retained in his custody for use in the conduct of the regular current business of the said agency.

3. Action Requested. The head of each Federal agency is requested to take one of the following actions:

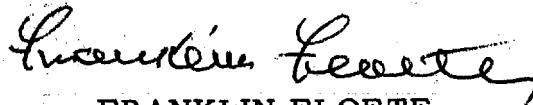
a. If there are records over 50 years old in his custody,

- (1) offer them to the Archivist of the United States for transfer to the National Archives if the records are in Washington, D. C.;

- (2) offer them to the appropriate GSA Regional Commissioner for transfer to the Federal Records Center if the records are in the field; or
 - (3) if the records cannot be so transferred, inform the Archivist of the United States in writing of this fact, describing the records and why they must be retained.
- b. If no records over 50 years old are in his custody, the Archivist of the United States should be so notified in writing.

The use of documents for exhibit purposes should not be considered as a use in the conduct of regular current business of an agency. Records transferred to the National Archives and Records Service may be borrowed for temporary exhibits, provided that the exhibit techniques and facilities will ensure their preservation and safety.

Action is requested by June 30, 1958.



FRANKLIN FLOETE
Administrator